

SECRET

2-M-101-57

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ADMINISTRATION STAFF MEETING

21 February 1951

AGENDA

<u>Office</u>	<u>Subject</u>	<u>Time</u>
Assistant Deputy Director (Administration)(General)	Emergency Planning	10 min.
Assistant Deputy Director (Administration)(Special)	Negative	
Training	Evaluation of the First Indoctrination Course	10 or 15 min.
Procurement	Negative	
Management	Agency Regulations	5 min.
Medical	Negative	
Comptroller	a. Preparation of Budget Estimates b. Allotments and Financial Reports	15 min.
General Counsel	Negative	
Personnel Director	Negative	
Administrative Services	a. Building Maintenance - misuse of scotch tape b. Parking Violations c. Report on Two-Way Radio Equipment for Pool Cars d. CIA Telephone Directory	1 min. 2 min. 2 min. 1 min. 6 min.
Inspection and Security	Negative	

cc: Deputy Director (Administration)
Assistant Deputy Director (Administration) (General)
Assistant Deputy Director (Administration) (Special)
General Counsel / Assistant Deputy (Inspection and Security)
Chief, Procurement Comptroller
Director of Training Director of Personnel
Chief, Administrative Services
Chief, Administrative Services

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